

Job Title : INTERN, I
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : KOBE
Posting Period : 10 July 2013 - 25 July 2013
Job Opening number : 13-ENV-UNISDR-29057-R-KOBE

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction. The UNISDR internship is for three months with an opportunity for extension to six months, pending on the needs of the department. The internship is UNPAID and full-time. Interns work five days per week (35 hours) under the supervision of a staff member in the department or office to which they are assigned. The estimated starting date is 1st September 2013. The position is located in the secretariat of the International Strategy for Disaster Reduction (UNISDR) in Kobe, Japan. UNISDR Office in Kobe. The Intern will report to the Head of the UNISDR Office in Kobe and work in close collaboration with UNISDR's internal Campaign Task Team.

Responsibilities

The duties will include: 1. Support the work related to the ISDR campaign on "Making Cities Resilient". 2. Support identification of existing tools and resources in such areas as land use planning or urban development planning for risk reduction, construction and risk management standards (seismic, climate hazards, floods, and landslides), risk profiling, microzonation,

regulatory frameworks, community organization and/or others and propose a classifying system.3. Collect and organize information on cities participating in the campaign: this may include research on risk profiles and disaster risk reduction experience; follow-up with proponents for nominations. Maintain and enhance contact lists and new information on participating cities, and their activities.4. Reply to requests from participating cities in close collaboration with UNISDR regional offices and other staff members and campaign partners. Provide monthly updates on activities and progress of the Campaign.5. Support moderation and analysis of discussions and initiatives on specific standards and benchmarks for resilient cities, as outlined in the ten-point checklist of essential actions to build resilient cities.6. Support the overall implementation of the Campaign by performing any other duties as required.7. Maintain the database of contacts for the Office.8. Perform additional duties as maybe required.

Competencies

COMMUNICATION:-Speaks and writes clearly and effectively-Listens to others, correctly interprets messages from others and responds appropriately-Asks questions to clarify, and exhibits interest in having two-way communication-Tailors language, tone, style and format to match the audience-Demonstrates openness in sharing information and keeping people informed

TEAMWORK:-Works collaboratively with colleagues to achieve organizational goals-Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others-Places team agenda before personal agenda-Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position-Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

CLIENT

ORIENTATION:-Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view-Establishes and maintains productive partnerships with clients by gaining their trust and respect-Identifies clients' needs and matches them to appropriate solutions-Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems-Keeps clients informed of progress or setbacks in projects-Meets timeline for delivery of products or services to client

Education

Applicants must be currently enrolled in post graduate studies with experience in Urban and Environmental Planning, Natural Sciences or a related field. Applicants must be enrolled in a degree programme in a graduate school (second university degree or higher); or if pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages, have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

Work Experience

Applicants are not required to have professional work experience for participation in the programme.

Languages

Fluency in English (both oral and written) is required.

Assessment Method

Candidates will be assessed based on their Personal History Profiles (PHP). Individual interviews may be conducted for further assessment.

Special Notice

A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed. The Cover Note must include:- Title of degree you are currently pursuing- Graduation Date (when will you be graduating from the programme)- List the IT skills and programmes that you are proficient in.- List your top three areas of interest/department preferences- Explain why you are the best candidate for that specific department (s).- Explain your interest in the United Nations Internship Programme. In your Personal History Profile, be sure to include all past work experiences, IT skills, and three references. Due to a high volume of applications received, ONLY successful candidates will be contacted.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.